

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 009235
Grade 13**

SUPPLY TECHNICIAN III*

DEFINITION OF CLASS:

This is full performance-level supply work that that may include limited aspects of leadership of lower-level supply personnel in a centralized, Government-wide supply operation, or supply work as the single Supply Technician in a small organization providing all of that organization's general supply needs. Contacts include department/agency personnel who are supported by the supply operation and vendors/suppliers or customers; the primary purposes of interactions, which involve the exchange of routine and non-routine information, are to check in supplies, check out supplies, and to resolve or report discrepancies in orders/deliveries or items issued. An incumbent in this class typically provides only incidental service or assistance to the public.

Incumbents in this class are responsible for receiving supplies (turn-ins or new deliveries) or fulfilling the supply needs of a requesting party, which may entail checking conditions, quantities and sizes of items or researching product lines, cross referencing parts/materials manufactured by two or more manufacturers, and providing recommendations for substitute parts/materials. Work assignments are stable in nature, and incumbents are expected to work according to clearly defined standard operating procedures that apply to regularly recurring work. They work under supervision of a supply/warehouse supervisor; incumbents, because they are fully proficient in the work, are expected to proceed on their own to plan and perform their ongoing work effort by following procedures, obtaining needed materials/information, detecting and resolving abnormalities/problems and bringing unusual or complex matters forward to the supervisor or a higher-grade employee for guidance. Work is subject to check in progress or upon completion for conformance to standards/procedures. Incumbents follow clearly prescribed standard operating procedures. Complexity of the work is characterized by the existence of several related steps required in the researching, receiving, storing, issuing, inventorying and reporting a variety of supplies (commodities, parts, gear, uniforms, accessories, equipment, tools, etc.). The work of the class involves independent performance of various supply-related assignments and may involve limited aspects of leadership of lower-grade personnel in the work such as responding to questions and passing on work instructions/assignments; the work directly provides (or through leadership of others) the product or service of the unit of assignment. Incumbents typically work in a warehouse/storage facility environment that includes areas that are dirty, greasy and dusty, and outside on a loading dock with exposure to a range of weather conditions or vehicle emissions. The work requires incumbents to keyboard, stand or walk for extended periods and to reach, climb, crouch, bend and otherwise move about and position oneself. Incumbents in this class frequently lift and carry tools, parts, equipment, commodities or other materials/supplies that weigh about 50 pounds, sometimes more; they use hand trucks, dollies, hoists, cherry pickers and other mechanical devices. Some incumbents in this class move items weighing 50 to 100 pounds or more; they use mechanical advantage or obtain help from other workers for movement of the heaviest items. The work involves a variety of risks including regularly recurring exposure to hazards associated with slippery surfaces, high stacks of pallets, emissions from vehicles and similar conditions.

EXAMPLES OF DUTIES: (Illustrative Only)

- Receives supplies; unloads, unpacks and places items in assigned locations; counts, sorts or weighs incoming articles to verify receipt as specified on invoice/bill of lading/purchase order; examines received goods to check for damage and verify conformance to specifications; and operates materials handling equipment (such as dolly, forklift, pallet jack, hoist or cherry picker) to move items.
- Labels and stores items in bins, on floor and shelves according to identifying information such as part number, style, size, or type of material and established procedures.
- Rearranges and/or relocates stock as necessary to accommodate changing needs and requirements; safeguards stock against loss, damage or theft.
- Works as 'counter person' receiving items from delivery personnel or employees and fulfilling supply requests from department/agency personnel.
- Monitors supply levels and prepares requisitions for stock replacement.
- Fills orders for requested items, checks items against the requisition, and obtains receipt from requesting-receiving party.
- 'Picks', packs or issues specific types and quantities of various commodities and other types of supply items.
- Maintains master locator files.
- Maintains varied stock records (either automated or manual or combination of both) such as items received, orders filled, items used or damaged, etc.; prepares reports, as assigned.
- Removes items from stock such as discontinued, outdated, spoiled, damaged or hazardous items, and items designated for auction, destruction, trade-in, etc.
- Conducts periodic physical inventories.
- Oversees, leads and trains others in the storage and distribution of stock items in accordance with established procedures, as assigned. May 'act' for higher-level employee, as assigned.
- Cleans storage area, maintains stock in order, otherwise practices good storekeeping/housekeeping, and follows established safety procedures; may lead others in such activities.
- Picks up and delivers supply items as directed.
- Operates a motor vehicle, on a regularly recurring basis, to get to/from work sites, meet with various parties and perform other functions.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of established principles and practices of ordering, receiving, storing, inventorying and issuing items of supply peculiar to the organization of assignment.
- Skill in problem solving to select, organize, and logically process relevant information to solve a problem. Examples include maintaining prescribed stock levels, receiving goods and checking them against order/delivery documents, and 'picking', packaging or issuing specific types and quantities of various commodities and other types of supply items.
- Skill in written communication to understand straightforward written information and to express such information in writing so that others will understand. This includes skill in checking items against order/issue/delivery documents.
- Skill in oral communication to understand straightforward verbal information and to express such information verbally so that others will understand.
- Skill in interpersonal interactions to interact with contacts in a businesslike, customer service-oriented manner.
- Skill in operating standard office equipment and using modern office software suites as well as specialized supply/warehouse systems.
- Ability and willingness to attend meetings or perform other assignments at locations outside

the immediate duty site.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of experience in storekeeping that includes researching, ordering, receiving, checking, stocking, inventorying and issuing supply items applicable to the department/agency to which the position is assigned.

Education: Graduation from high school or possession of a High School Certificate of Completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

Physical Ability: Ability to independently move objects weighing up to 50 pounds. Some employees must have ability to independently, or with assistance or equipment, move objects weighing up to or over 100 pounds.

LICENSE:

- Possession and maintenance at all times of a valid Class C (or equivalent) driver's license from the applicant's state of residence, a certificate for forklift operation and/or a license/certificate for operation of other equipment, which may include a Commercial Driver's License, as required by the position of assignment.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: November, 1963

Revised: November, 1970

November, 1975

August, 1985

September, 1987

December, 1994 (M)

June, 2002 (M)

March, 2003

April, 2010

August, 2013

October, 2014

October, 2017 (M)